

HOW TO RESIGN

A STEP-BY-STEP GUIDE FOR A
SMOOTH, STRESS-FREE EXIT
ON GOOD TERMS



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Researchers around the world state that in the 2020-ies the average employee will switch jobs 10 – 15 times over their lifetime. Given the frequency of resignations during a career, it pays dividends to polish this process to maximise the outcome and minimise stress. There are several tried-and-tested tactics for making a graceful exit and not burning bridges in the process.

DIPLOMACY, PROFESSIONALISM AND POSITIVITY ARE THE KEY!

There are numerous reasons for resigning - from finding a new role, relocation, to a total career change, and personal health issues. But no matter the reason, the process can be smooth and manageable.

Further below you will find top tips on how to navigate the process from start to finish, including advice on the best way to approach your manager, a guide to handling the resignation process, as well as a useful resignation letter and farewell message templates to tailor for your unique circumstances. This step-by-step guide will explain the intricacies of resigning so you can leave stress-free and on good terms.



GET READY

Whatever your reason for moving on is, a well-thought-out transition plan will help you prepare and eliminate stress. Do not leave it to the last minute, your resignation plan will enable you to focus on the process of leaving, which can be a busy and stressful period.

1

REVIEW YOUR EMPLOYMENT CONTRACT

and double-check clauses related to leaving, especially the length of your notice.

2

CONSIDER COMMUNICATION METHODS

Include the initial approach, a phone call/ meeting with your manager, and follow-up communication for official purposes, such as an email or a paper letter.

3

COMPOSE YOUR RESIGNATION LETTER

Leaving it to the last minute is likely to increase stress.

For a template, [click here](#).

4

DECIDE WHAT YOU WILL SAY

What kind of information (and how detailed) is going to be shared with your coworkers.

5

PLAN HANDOVER TASKS

Think about everything you will have to complete within the notice period, and make sure you stay flexible about it.

6

THINK ABOUT THE SOCIAL ELEMENT

Being prepared for farewell activities with your colleagues will help you navigate the process.

PREPARE KEY MESSAGES

Think of some key messages that cover your resignation, so you will not have to think on your feet during the conversation. Resigning is a business process, and professionalism is the gold standard. Having key messages in your back pocket can come in handy if you are facing uncomfortable questions.

Include responses to potential counter offers, or requests for the notice period to be longer than you propose or would be comfortable with.

QUESTIONS TO CONSIDER

Why are you going?

Would you accept a counter offer?

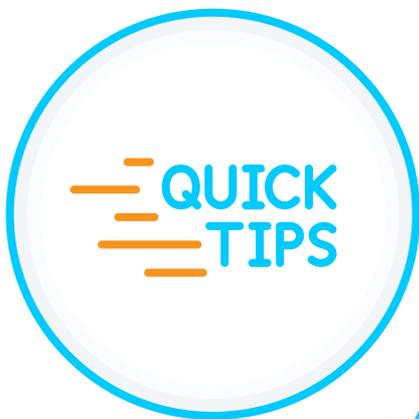
How do you plan to handle the handover tasks?

What company/role are you be going to?

Would you extend your notice period?

RESIGNATION LETTER

Letter of Resignation is an official document notifying your employer that you are resigning from your job. It acts to formalise your decision to leave your current role, conveys the necessary information for the company to process your departure, and will be retained in your employment file.



✓ Keep it brief - **a few paragraphs** is enough!

✓ Use a **font style and size** that are common in the business.

✓ Read through to **check for errors** before sending

✓ Refrain from including criticisms or complaints

✓ Add your **personal contact details**



A STEP-BY-STEP GUIDE FOR A RESIGNATION LETTER

Step 1

Address your manager. As this is a formal communication, 'dear' is seen as a most appropriate salutation. State that you are resigning, from what position, and the date of your departure in the opening paragraph.

Letter of Resignation

Dear [Manager's Name],

I am writing to inform you that I am resigning from my position as [Your Title] with [Company Name]. Per the terms of my contract, my last day of work will be [Last Day's Date].

Step 2

It is polite to thank your manager and note how you have developed.

I am grateful for the opportunities that were provided to me during my work here, and I have really appreciated my time as [Your Position] at [Company Name]. I have learned and developed greatly for the past [Your Time in the Company] and will take these skills further in my career. I have taken great pleasure in meeting and working with some amazing professionals.

Step 3

The sign-off. A graceful, smooth exit takes work, and your manager is likely going to have to find a new person for the role you are vacating, internally or externally.

Please let me know if there is anything you would like me to do in terms of handing over my responsibilities before I depart. I will endeavour to do what I can to help make my leaving as smooth as possible for both the company and myself.

Step 4

Sign the letter, put the date and add your contact details.

I wish you all the very best for the future.

Kind regards,
[Your Name]
[Your Phone Number]
[The Date]

[*Click here to download the editable template](#)

THE PROCESS

Contact the responsible person directly

Speak to your manager directly. Having rumours spreading is unprofessional and undermines the manager in question. A face-to-face meeting would convey respect, especially in a close office environment. But given a big proportion of the workforce is now working away from the office, resignations via digital channels are much more frequent. Sending an email or letter is the least personable, though both are acceptable.

Send an official resignation communication (email or paper letter)

An official communication helps prevent confusion or disagreements over details. Plus, it also helps the company keep accurate records. If it is already prepared, it will be easier to send out, though there may need to be some details changed depending on the outcome of the initial interaction.

Work through the exit process according to the plan

This is a good time to ask colleagues if they would be open to providing a reference for you. Though you may not need it for the job you are going to, there is every chance you may need it in future. Often the exit process includes an exit interview, which is a formal meeting where you will be invited to share your thoughts on your role and the company. There are several tips to follow during the exit interview.



EXIT INTERVIEW QUESTIONS:

- Why did you decide to leave?
- Were you equipped sufficiently to fulfil your responsibilities?
- What was your relationships with your manager and colleagues like?
- Why did you accept an offer from another company?
- What did you like/dislike about your job?
- Would you recommend working here to others?
- Would you consider staying?

SOME SIDE NOTES



GET YOUR FINANCES IN ORDER

If you are leaving for a new position, and it will take a while to get paid, or you are resigning without a new job, make sure you have enough money to cover your living expenses for some time. Also, check your insurance and pension provisions so you are covered.

TAKE TIME TO ADJUST

Leaving a job is a big change. While the resignation process will be easy for some, others will find the change harder to navigate. Therefore, taking time to adjust is important. This will help you keep on top of stress and make the transition more manageable.



STAY IN TOUCH WITH FORMER COLLEAGUES

A flourishing network of business contacts is an asset for any professional. Keeping in contact with your former colleagues is easy on LinkedIn. Experts are clear that the professionals with the most development networks are usually the most successful.

FAREWELL

On your last day, you will need to clean out your computer, pick up your personal belongings and bid your soon-to-be ex-colleagues' goodbye. A common last courtesy is to send out a farewell email. It is a good way to connect with your co-workers and transition on good terms. Who knows where you meet your colleagues again.

Before sending one out, it is a good idea to check with your manager first, to ensure that everyone is on the same page. Keep the message brief, positive and do include your contact info and a personal element. It can be sent either to a department, individual colleagues or as an office-wide message.

**KEEP IT SHORT AND SWEET,
AND REMEMBER TO STAY POSITIVE!**



POST-RESIGNATION

Always be professional

Once you have completed the resignation process, the new chapter begins. Even if you had not the best experience with your former employer, remember to maintain a professional reputation – it's best not to denigrate your previous company in public. Think about it as your experience and your feelings only, and these can be absolutely different for others.

Keep in touch and reach out to recruitment specialists

Poaching from your former workplace is also generally frowned upon. Even if your ex-colleagues could fit into your new organization well, or could help build client connections, it is considered bad tone to approach them with your current vacancies. Instead, reach out to recruitment specialists for all your staffing support.



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We do hope that your resignation process will be as smooth as possible.

If you need further advice, do not hesitate to reach out to our team.



GOUGH is the leading specialist recruiter in Real Estate, Property, Development and Construction with offices across Australia, Hong Kong, and Singapore.



With more than 30 years of successful recruitment experience, we strive to provide the best service to our candidates and clients.



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